

**West Valley City  
Grants Department**

**Mobile Home Grant Program Policy &  
Information Packet**

Current Revision: 03/09

## **CONTENTS**

### **MOBILE HOME GRANT PROGRAM (MHGP) POLICY:**

Section I	Program Objectives
Section II	Eligible Activities
Section III	Ineligible Activities
Section IV	Mobile Home Grant Program (MHGP) Applicant
Section V	Limitations of MHP
Section VI	Property and Occupancy
Section VII	Contractors
Section VIII	Federal Requirements
Section IX	File Requirements
Section X	Complaint and Hearing Procedures
Section XI	Policy Modification
Section XII	Monitoring

## **Section I- Program Objectives**

West Valley City has established the Mobile Home Grant Program (MHGP) to assist low income families who need to correct health and/or safety hazards.

## **Section II- Eligible Activities**

The West Valley City Housing Authority will use funds provided by the Community Development Block Grant (CDBG) and HOME funds.

West Valley City will allow MHP to provide funds for loans/grants to low income families to make necessary repairs to their home.

## **Section III- Ineligible Activities**

MHP funds cannot be used towards any repairs which are not considered eligible repairs under this policy.

## **Section IV- MHP Applicant**

### Target Population

The population served will have an income at or below 50% of the median income as determined by the Department of Housing and Urban Development (HUD) and adopted by the West Valley City Housing Authority.

### Income Limits

As set by HUD, an approved applicant will have an income of less than 50% median income.

### Application Process

1. All applicants must begin by submitting an application with the West Valley City Housing Authority/Grants. An incomplete application will **not** be accepted.

2. A complete application will have the following:

- All forms within the application packet must be completely filled out
- All documents listed on the checklist must be turned in such as:
  - property tax statements
  - Lot rental statement/current mortgage statement
  - Proof of income for the previous 60 days
  - Copy of checking and savings account for the last 2 months
  - Last two years Federal Tax returns
  - Divorce decree if applicable
  - Bankruptcy documents if applicable.

3. The applicant must schedule an appointment with the Grants Technician to review the application.
4. A short and informal interview of general questions regarding ownership and eligibility will be conducted. At the end of the interview, the Grants Technician will further explain the nature of the program and application process.
5. A credit report will be processed from all applicants older than 18 years of age in order to establish a history of credit risk.
6. The Grants Technician will submit the application to the loan committee for program denial and/or acceptance. The applicant will be notified within two weeks of submitting the application.
7. Once it has been determined that the application meets the qualifications, the Grants Technician will schedule an inspection of the property.
8. The inspection of the property will be conducted by a West Valley City Building Inspector and the Grants Technician to determine repairs and be able to select a contractor to complete the work. All items that require repair or replacement and any Uniform Housing Code (UHC) or Housing Quality Standards (HQS) violations will be listed on A Description of work document.
9. An approved contractor will be sent to perform the work required.
10. Upon completion of the work, the Building Inspector, Grants Technician and homeowner will complete a final inspection of the property. The final inspection must be signed by the homeowner, the Building Inspector and Grants Technician.
11. The contractor will submit an invoice with lien waivers for all labor and materials (including all sub-contractors) for the work to the Housing Authority. Final payment will be made to the contractors within 30 days of signed final inspection.

### Payment

The loan/grant must be repaid back in full amount, if the applicant sells, changes title, or moves within 1 year of receiving MHP assistance.

### **Section V- Limitations of MHP**

#### Availability of Funds

The MHP grant program fiscal year begins July 1<sup>st</sup> of each year. Funds are processed and given on a first come, first serve basis and/or depletion of funds.

## Eligibility Requirement

- The applicant must have owned the home for at least one year prior to requesting assistance.
- The applicant's home must be deficient in at least one Uniform Housing Code (UHC), or must fall below the minimum Housing Quality Standards (HQS).
- Each applicant is eligible once in a lifetime to receive MHGP assistance, regardless of change of addresses and/or loan status.
- Homeowner must be current on mortgage, lot payment and taxes.
- No liens on the property.
- The property must be the applicants' primary residence.
- All applicants must meet income guidelines.

## Annual Income

The combined annual income of an applicant and anyone over 18 years old in the same household cannot be more than 50% median income as determined by HUD and adopted by the West Valley City Housing Authority/Grants. The annual gross income shall be determined in accordance with the Code of Regulations 24 CFR 5.609.

- Annual income is defined as the "gross" amount of income of all adult household members 18 years or older, which are anticipated to be received during a twelve (12) month period.
- Annual income includes, but is not limited to:
  - The full amount before any payroll deductions of wages
  - Salaries
  - Social Security
  - Overtime Pay
  - Commissions
  - Fees
  - Tips
  - Bonuses
  - Other compensation for personal services
  - Net income from the operation of a business or profession
  - Other income

## Eligible Repairs

Eligible repairs include, but are not limited to the following:

- Total loss of heating between October 1<sup>st</sup> to May 15<sup>th</sup>
- Total loss of air conditioning during May 16<sup>th</sup> to September 30<sup>th</sup>
- Major water leaks where the leak cannot be contained
- Blocked toilet where it is the only one
- Blocked drain causing waste water to surge in basin, bath, sink or toilet

- Leaking roof
- Carport
- Skirting and siding
- Ramps
- Decks
- Roofs
- Sub floors

## **Section VI- Property and Occupancy**

### Geographic Boundaries

MHP is only to be given for homes located within West Valley City limits.

### Eligible Properties

Mobile homes located within the West Valley City limits and used as the primary residence of the applicant.

### Inspections

- Housing Quality Standards (HQS) Form HUD-52580
- Lead Based Paint

### Lead Disclosure

The Grants Technician will be responsible for discussing lead paint issues and providing the applicant with a “Protect Your Family from Lead in Your Home” booklet. The applicant will sign a form verifying they have discussed and seen the lead information.

## **Section VII- Contractors**

### Required Documents

All contractors will be required to provide verification of the below listed items and keep all required documents and information current:

- Copy of applicable license (State of Utah only)
- Verification of Workman’s Compensation
- Verification of Public Liability Insurance

### Permits

Contractors are required to obtain all building permits where and when local, state or federal ordinances, laws or regulations require them (even if not specified by the West Valley City Housing Authority in the Work Description or Proposal for Bid Documents).

### Bidding Process

Three contractors per project will be asked to offer a bid on a specific property. All contractors will be rotated depending on the skill required to complete a job. All bids will be opened on the due date and time stated on the Work Description. All contractors will be notified of bidding results within one week after bids are due. Contracts will be awarded to the lowest bidder except when the homeowner has a valid reason for not wanting to contract with the contractor with the lowest bid. In that case, the home owner may choose a different contractor within the bids that were turned in, but the new contractor chosen must be within ten (10%) of the cost estimate from the lowest bid.

### Contract

A contract will be prepared by the West Valley City Housing Authority to be signed by the home owner(s) and the contractor before a notary public. This contract must be signed before the contractor may start any work.

### Payment

Payment to contractors will be made in the name of the contractor. Contractors are allowed to make two partial draws throughout the period of the contract. The contractor may be eligible to receive up to half of the bid amount prior to completion of the project. The remaining balance will be paid within 30 days after the job is completed and a final inspection has passed.

### Termination of Contractors

Contractors, who do not consistently finish contracts within completion time and/or do not have good working relationships with the homeowner, may be dropped from the approved Contractor List. A letter of poor conduct will be obtained from the homeowners and retained in the related file. Once a contractor has had two justifiable letters filed against him/her, the contractor will not be allowed to participate in any further activities sponsored by the West Valley City Housing Authority for a period of no less than three years.

The West Valley City Housing Authority has the authority to change and/or update the approved Contractor List at any time.

## **Section VIII- Federal Requirements**

See individual categories.

### Fair Housing Equal Opportunity

The West Valley City Housing Authority will do all business in accordance with the Equal Opportunity Federal Fair Housing Law (Title III of the Civil Rights Act of 1968, as amended by the Housing and Community Development Act of 1974).

The West Valley City Housing Authority is an equal opportunity provider. The West Valley City Housing Authority also promotes women and minority owned contractors to participate in the MHP Assistance.

### **Section IX- File Requirements**

The Grants Technician will keep in the files, at minimum, all required documents which verify compliance with policy requirements such as, but not limited to:

- Applicant information
- Copies of proof of income
- Copies of income taxes
- Copy of Homeowner's insurance
- HQS and Lead Based Paint inspections
- Application interviews
- Home Rehabilitation Proposal & Bid
- Bid sheets
- Contractor's receipts
- Statement of Completion
- Statement of Contractor
- Lien Waiver
- Rehabilitation Contract
- Housing Authority Rehabilitation Agreement With Owner
- Notice To Contractor & Homeowner
- Order To Proceed
- Description Of Work
- Certificate of final inspection
- Progress notes

The period of record retention for MHP is five years from signed Final Inspection.

### **Section X- Complaint and Hearing Procedures**

All decisions of the West Valley City Housing Authority are subject to an appeal by any of the parties involved. Owners, applicants, and participants will be informed of their right to appeal any and all decisions made by the West Valley City Housing Authority, the West Valley City Housing Authority Loan Committee, or any other agents of the West Valley City Housing Authority. Appeals will first be heard in an informal conference with the West Valley City Housing Authority Administrator and other parties involved.

### **Section XI- Policy Modifications**

West Valley City shall have the authority to make modifications to this policy as necessary for the continued implementation of the MHP assistance, including but not limited to: 1) policy revisions necessary to do a change in the design of the MHP assistance; and 2) policy changes

necessary due to the revisions in the rules and regulations of the HOME and CDBG monies as administered by the U.S. Department of Housing and Urban Development.

### **Section XII- Monitoring**

The Grant Technician will check the MHP files once a year to monitor continued home ownership compliance.